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Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director for Operations

DATE: 20 September 1948

FROM : Chief, Foreign Documents Branch

SUBJECT: Coordination of Translation Services for IAC Agencies

1. War experience, and a survey by Foreign Documents Branch during the past year, indicate that coordination of translation work among government agencies is a well-recognized need and would be welcomed by all organizations engaged in exploitation of foreign language material. The need for such coordination to prevent duplication of effort has been expressed by several agencies.

2. Foreign Documents Branch is authorized and directed by memorandum of the Assistant Director for Operations, 3 September 1948, "Functions of the Foreign Documents Branch", paragraph 3, d (3), to coordinate with government agencies performing translation work.

3. FDB has planned to carry out this function by the following operations:

a. Collecting, carding, and adequately cross-filing all information on translations anticipated, in progress, or completed by government agencies cooperating in the coordination effort; operating this central translation file for the information and service of IAC agencies (see Encl 1).

b. Monthly publication of a "Consolidated Translation Survey" or "Consolidated Translation Bulletin" in which translations started or completed during the preceding month will be listed for the information of IAC agencies (see Encls 2 and 3).

4. Foreign Documents Branch is presently receiving monthly reports on translation work from some units of the IAC agencies. Promotional work is being continued by FDB to enlist the cooperation of other IAC agency units.

5. The current T/O of FDB is adequate to carry out this function.

6. Because this service is seriously needed among government agencies, and since FDB is authorized to effect coordination, approval for this project, as outlined above and detailed in enclosures, is recommended.

This memo transmitted to ICAPS informally, in Oct for consideration in re Central Transl. Bureau discussions. No action. Returned on OO request in Jan, forwarded to FDB for rewrite for IAC ad hoc committee.

Encls. 3 - 7

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ENCLOSURE 1

FUNCTION AND OPERATIONS OF THE

CENTRAL COORDINATION FILE

The general function of the Central Translation Coordination File is as stated in paragraph 3, a, this memorandum.

1. Collection of translation work reports

a. Six units are already cooperating by regularly submitting to FDB reports on translations in progress or recently completed. These units are:

Intelligence Division, Department of the Army
Signal Intelligence Unit, Department of the Army, Belmar, N.J.
Naval Research Laboratory
Army Map Service
Air Materiel Command, Wright Field
Aeronautical Chart Service, Department of Air Force

Other government agencies contacted and whose cooperation is anticipated soon:

SCAP, Tokyo
Atomic Energy Commission
Research and Development Board
Air Weather Service, Department of the Air Force

b. Other government agencies will be contacted as the operation progresses, and with authority approved for their contact, translation agencies other than governmental may be invited to contribute to the Central File.

c. Contributing agencies should furnish the following information concerning their translation work:

Author
Foreign language title
English title
Document or project number
Country concerned
Publisher, place and date of publication, number of pages in the original
Whether translation will be published and disseminated or if it is available
If translation is completed, its identification for requestors, if available

2. Carding and cross-filing

a. Information will be carded on 3 x 5-inch cards.

b. Cross-filing will be by author, foreign language title,

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title in English, subject category, country concerned, and agency translating the material.

Subject categories will be: economic, political, biographic, geographic, sociologic, military, scientific and technical, and miscellaneous.

The translation agency file will include the document identification number used by the particular agency.

3. Operation

a. Duplication of translation work should be revealed immediately the cross-filing of the information is undertaken. The agencies concerned will be immediately notified by FDB of such indicated duplication.

b. Authorized government agencies will be at liberty to request information from the Central File regarding subjects of their interest so as to avoid duplication of translation work. Information will be supplied an agency only within the security limits prescribed for that agency.

c. The Central File will furnish monthly to Editorial Section for publication the information required to make up the Consolidated Translation Survey for that period (see Encls 2 and 3).

End of Enclosure 17

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CLOSURE 2

MONTHLY PUBLICATION

of a

REPORT ON TRANSLATION WORK

The general plan for publication of a report on translation work of government agencies is stated in paragraph 3, b, of this memorandum.

1. "Consolidated Translation Survey" of "Consolidated Translation Bulletin" are suggested titles for the monthly report.

2. The report would be published on a definite date each month, such date to be as near after the first of the month as publication preparation allows:

3. The report would include information from the reports of participating agencies submitted for the calendar month preceding its publication.

4. The publication would be distributed only to the IAC agencies.

5. The publication would be classified "Secret" to cover all classifications included in its listings.

6. The publication would be under approved Foreign Documents Branch, [REDACTED] and would include a flyleaf, a list of agencies participating in the coordination effort, a distribution list, a table of contents by categories of intelligence information interest, and items listed under these categories. The categories would be those used in the Central Translation Coordination File. (Enclosure 3 is a sample of the proposed publication.)

7. The material for the publication would be furnished monthly by the Central File. For publication, each listing would furnish the following information, or as much of this information as is available:

Foreign language title
Title in English
Document identification number or code
Author, publisher or authority, place of publication,
date, number of pages
From what language translated, by what agency translated,
and for whom translated
If the translation is to be disseminated and/or how
or where it is available
Security classification of translation
Brief abstract or remark where clarification of title
or other data is required

/End of Enclosure 2/

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